

## Completing the Rural General Public Transit Service form (RU-20)

### Line 01: Subrecipient Basic Information

- Enter the State agency's or Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the end date for the 12-month reporting period. Report as mm/dd/yyyy.
- Enter the State agency's or Indian Tribe's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.
- Enter the State agency's or Indian Tribe's acronym used by the rural transit provider, if applicable.
- Enter the State agency's or Indian Tribe's telephone number.
- Enter the State agency's or Indian Tribe's city, county and 5 or 9-digit zip code.
- Enter the full name of the person responsible for coordinating rural data with the reporting State agency or Indian Tribe.

### Line 02: Subrecipient Contact Information

- Enter the name of the person responsible for the State agency's or Indian Tribe's report.
- Enter the contact person's telephone number.
- If an Indian Tribe is a subrecipient click the **Indian Tribe** check-box.

Line 03: Service Area. Use the **Drop-Down** menu to select the type of [service area](#).

Line 04: Modal Classification. Use the check-boxes to indicate the [modal classification](#)(s) operated by the rural transit provider.

## Financial Information

Line 05, column a: Total Annual Operating Expenses. Enter the [annual operating expenses](#) for [public transit service](#) by the rural service provider for the report year. Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, legal costs. Operating expenses exclude purchase of capital (vehicles, facilities and equipment), fixed costs such as depreciation of capital, costs of providing transportation services not available to the general public, and interest paid on loans for capital purchases.

Line 06, column a: Fare Revenues. Enter the rural public transit service provider's total income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc., spent on transit operations for the reporting period. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement.

Line 07, column a: Contract Revenues. Enter the total reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

Line 08, column a: Local Operating Assistance. Enter the total financial assistance expended from local entities that support the operation of the transit system. Include tax levies, general funds, specified contributions, donations and other revenues such as advertising.

Line 09, column a: State Operating Assistance. Enter the total financial assistance expended from any state agency that supports the operation of the transit system. Include tax levies, general funds and specified contributions.

Line 10: Federal Operating Assistance

- Line 10a, column a: FTA Urbanized Area Formula Program (UAFP) (§ 5307) funds. Enter the total financial assistance expended from the [FTA UAFP](#) to assist in paying the operating costs of providing transit service. Include § 5311 funds plus any § 5310 or § 5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5307 program.
- Line 10b, column a: FTA Clean Fuels Program (§ 5308) funds. Enter the total financial assistance expended from the [FTA Clean Fuels Program](#) to assist in paying the operating costs of providing transit service.
- Line 10c, column a: FTA Capital Program (§ 5309) funds. Enter the total financial assistance expended from the [FTA Clean Fuels Program](#) to assist in paying the operating costs of providing transit service.
- Line 10d, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. Enter the total financial assistance expended from [FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program](#) to assist in paying the operating costs of providing transit service.
- Line 10e, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. Enter the total financial assistance expended from the [FTA Other Than Urbanized Area Formula Program](#) to assist in paying the operating costs of providing transit service. Include § 5307 funds plus any § 5310 or § 5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.
- Line 10f, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. Enter the total financial assistance expended from the [FTA Job Access and Reverse Commute Formula Program](#) to assist in paying the operating costs of providing transit service.
- Line 10g, column a: FTA New Freedom Program (§ 5317) funds. Enter the total financial assistance expended from the [FTA New Freedom Program](#) to assist in paying the operating costs of providing transit service.
- Line 10h, column a: FTA Transit in the Park (§ 5320) funds. Enter the total financial assistance expended from the [FTA Transit in the Park Program](#) to assist in paying the operating costs of providing transit service.
- Line 10i, column a: Other Federal funds. Enter the total financial assistance expended from Federal sources other than FTA programs to assist in paying the operating costs of providing transit service. Describe the sources and the amount of funding.

Line 11, column a: Total Federal Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total [Federal financial assistance](#) expended for operations equal to the sum of the lines 10a through 10i, column a.

Line 12, column a: Total Annual Operating Revenues Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended for operations equal to the sum of lines 6 through 9 and 11, column a.

Line 13, column a: Annual Capital Costs. Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.

### **Sources of Capital Funds Expended**

Line 14, column a: Local Capital Assistance. Enter the total amount of financial assistance from local entities to assist in paying [capital costs](#) of the transit provider. Include tax levies, general funds, specified contributions, reserve funds and donations.

Line 15: State Capital Assistance. Enter the total amount of financial assistance from any state agency to assist in paying capital costs of the transit provider.

Line 16: Federal Capital Assistance

- Line 16a, column a: FTA Urbanized Area Formula Program (UAFP) (§ 5307) funds. Enter the total financial assistance expended from the FTA UAFP to assist in paying the capital costs of providing transit service. Include § 5311 funds plus any § 5310 or § 5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5307 program.
- Line 16b, column a: FTA Clean Fuels Program (§ 5308) funds. Enter the total financial assistance expended from the FTA Clean Fuels Program to assist in paying the capital costs of providing transit service.
- Line 16c, column a: FTA Capital Program (§ 5309) funds. Enter the total financial assistance expended from the FTA Clean Fuels Program to assist in paying the capital costs of providing transit service.
- Line 16d, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the capital costs of providing transit service.
- Line 16e, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. Enter the total financial assistance expended from the FTA Other Than Urbanized Area Formula Program to assist in paying the capital costs of providing transit service. Include § 5307 funds plus any § 5310 or § 5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.
- Line 16f, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the capital costs of providing transit service.
- Line 16g, column a: FTA New Freedom Program (§ 5317) funds. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the capital costs of providing transit service.
- Line 16h, column a: FTA Transit in the Park (§ 5320) funds. Enter the total financial assistance expended from the FTA Transit in the Park Program to assist in paying the capital costs of providing transit service.
- Line 16i, column a: Other Federal funds. Enter the total financial assistance expended from Federal sources other than FTA programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding.

Line 17, column a: Total Federal Capital Assistance Expended. This is an auto-calculated field and cannot be edited. This field displays the total [Federal financial assistance](#) expended for capital equal to the sum of the lines 16a through 16i, column a.

Line 18, column a: Total Capital Funds Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual financial assistance expended for capital equal to the sum of lines 14, 15 and 17, column a.

Line 19: Asset / Infrastructure Information

- Column a: Number of Vehicles in Total Fleet. Group vehicles on the same line that have the same characteristics - [dedicated fleet](#), [vehicle type](#) code, vehicle length, [year of manufacture](#), ownership code and funding source. By modal classification, enter the total number of operational revenue vehicles in the fleet available for general [public transit](#) service, including spare or back up revenue vehicles. The total also should include any operational revenue vehicles used by purchased service contractors in general public transit service. [Service \(non-revenue\) vehicles](#) and [personal vehicles](#) should not be included.
- Column b: Dedicated Fleet. Use the **Drop-Down** menu to indicate whether the vehicles in column a are used exclusively for the transit service of the modal classification.
- Column c: Vehicle Type Code. Use the **Drop-Down** menu to indicate the vehicle type code of the vehicles in column a. **AO = Automobile, BU = Bus, MV = Minivan, TS = Taxicab – Sedan, TV = Taxicab – Van, TW = Taxicab – Station Wagon, VN = Van.**
- Column d: Vehicle Length. Enter the length of the vehicles in column a to the nearest whole foot.
- Column e: Year of Manufacture. Enter the original year of manufacture of the vehicles in column a.
- Column f: Ownership Code. Use the **Drop-Down** menu to indicate ownership of the vehicles in column a, at the end of the reporting period. Complete the information based on whether the vehicles are owned outright or leased. OOPA = Owned outright by a Public Agency, OOPE = Owned outright by a Private Agency, TLPA = True Lease by Public Agency, TLPE = True Lease by Private Entity, LPPA = Lease Purchase Agreement by Public Agency, LPPE = Lease Purchase Agreement by Private Entity, LRPA = Leased or Borrowed from Related Parties by Public Agency, LRPE = Leased or Borrowed from Related Parties by Private Entity, OR = Other.
- Column g: Funding Source. Use the **Drop-Down** menu to indicate funding source for the vehicles in column a. If vehicles were purchased using funds from the Other Than Urbanized Area Formula Program (5311), use 5311. Use OF for vehicles purchased with other federal funds. If vehicles were purchased using non-Federal funds from both other public and private sources, report the funding source as non-Federal public agency funds (NFPA). If vehicles were not purchased using any funds from Federal and non-Federal public sources, report the funding source as non-Federal private entity funds (NFPE).
- Column h: Number of ADA Accessible Vehicles in Fleet. Enter the number of vehicles from column a that meet the requirements of the [Americans with Disabilities Act of 1990](#) (ADA). The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.

Line 20, column a: Total Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of vehicles in the total fleet for all modal classifications equal to the sum of the modal classifications on line 19, column a.

Line 20, column h: Total Number of ADA Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible vehicles in the fleet for all modal classifications equal to the sum of the modal classifications on line 19, column h.

Line 21: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. Enter the number of general purpose maintenance facilities owned by the service provider.
- Column b: Owned by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities owned by the [public agency](#) for the service provider.
- Column c: Leased by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities leased by the public agency for the service provider.
- Column d: Leased by Service Provider. Enter the number of general purpose maintenance facilities leased by the service provider.
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of maintenance facilities equal to the sum of columns a through d.

## Volunteer Resources

Line 22, column a: Number of Volunteer Drivers. Enter the number of [volunteer drivers](#) at the end of the reporting period.

Line 23, column a: Number of Personal Vehicles in Service. Enter the number of [personal vehicles](#) in use at the end of the reporting period.

### Line 24: Service Data

- Column a: Annual Vehicle Miles. By modal classification, enter the total number of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Include the miles of personal vehicles used in service.
- Column b: Total Annual Passenger Trips. By modal classification, enter the total number of passengers that board operational revenue vehicles during the reporting period. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on personal vehicles used in service.

### Line 25: Total

- Column a: Annual Vehicle Miles This is an **auto-calculated** field and cannot be edited. This field displays the total [annual vehicle miles](#) for all modal classifications equal to the sum of the modal classifications on line 24, column a.
- Column b: Total Annual Passenger Trips This is an **auto-calculated** field and cannot be edited. This field displays the total [annual passenger trips](#) for all modal classifications equal to the sum of the modal classifications on line 24, column b.
- Column c: Annual Vehicle Hours. Enter the total amount of time in hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Include the hours of personal vehicles used in service.
- Column d: Total Number of FTA 5311 Passenger Trips. For services using § 5311 funds, enter the total number of passengers that board operational revenue vehicles during the reporting period. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on personal vehicles used in service.
- Column e: Total Number of Other FTA Passenger Trips. For services using FTA funds other than § 5311 funds, enter the total number of passengers that board operational

- revenue vehicles during the reporting period. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on personal vehicles used in service.
- Column f: Total Number of Other Passenger Trips. For services using any funds other than FTA funds, enter the total number of passengers that board operational revenue vehicles during the reporting period. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on personal vehicles used in service.

Line 26, column b: Total Number of Dialysis Trips. Of the total annual passenger trips (total of all modes), enter the number of dialysis trips.

### **Safety Data**

Line 27, column a: Fatalities. Enter the total number of [transit caused deaths](#) for the reporting period confirmed within 30 days of a transit incident.

Line 28, column a: Major Incidents. Enter the total number of [major incidents](#) for the reporting period. Major incidents include any event involving the operation of a transit system if, as a result, an individual dies either at the time of the event or within 30 days of the event, two or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene, a collision, personal casualty, or fire causes property damage in excess of \$25,000, or a transit vehicle moving passengers in service is evacuated due to a serious [life safety](#) hazard that constitutes an imminent threat.

Line 29, column a: Injuries. Enter the total number of [injuries](#) for the reporting period. Injuries are any physical damage or harm to persons as a result of a major incident.